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Κανονισμός λειτουργίας θεσμού  
ακαδημαϊκού συμβούλου (eng)

**REGULATIONS GOVERNING THE ACADEMIC ADVISOR**

No. 3159/15-4-2025

Meeting of the Senate of the Aristotle University of Thessaloniki

**1. General – Purpose and Scope**

The Academic Advisor plays a key role in the successful completion of studies by providing guidance and support on academic and research matters, with the aim of enabling students to achieve their educational and professional objectives at all levels of study.

The institution of the Academic Advisor applies to students of the first and second cycles of study. Teaching, research and administrative staff, as well as the services of the Aristotle University of Thessaloniki, cooperate with and support Academic Advisors in the performance of their duties. In doing so, they take into account information, comments, suggestions and requests concerning any deficiencies or malfunctions that create difficulties for students, as well as proposals for addressing them.

**2. Procedure for Appointing an Academic Advisor**

The appointment of Academic Advisors falls under the responsibility of the Assembly of each School of the Aristotle University of Thessaloniki.

At the beginning of each academic year, the School Assembly assigns first-year undergraduate and postgraduate students to members of the teaching staff, special teaching staff and special laboratory teaching staff. For students of all cycles of study, any specialisation selected within the framework of their studies is taken into account.

With regard to the appointment of Academic Advisors for students admitted under special categories or through transfer, the procedure is repeated after the completion of their enrolment.

Following approval by the competent collective body, students are informed of the appointment of their Academic Advisor through an announcement issued by the School Secretariat by any appropriate means.

The Academic Advisor supports and guides the student throughout their studies until their successful completion. In the event of the Academic Advisor's prolonged absence (e.g. educational leave or health-related reasons), their advisory duties are assigned to

another member of the teaching staff, following a decision of the competent collective body of the School.

Upon a justified request by the student and following a decision of the School Assembly, the Academic Advisor may be replaced. Each request is examined on a case-by-case basis.

### **3. Role of the Academic Advisor**

Following appointment, the Academic Advisor ensures regular meetings with the students assigned to them.

These meetings aim to discuss any issues that may arise during the academic semester or examination period, with the objective of supporting students' studies and ensuring their successful completion.

At the initial meeting, the Academic Advisor creates an individual student file containing personal and any additional information deemed necessary for the student's profile. Each student file is confidential and may not be disclosed to third parties, in accordance with the Personal Data Protection Policy of the Aristotle University of Thessaloniki.

The Academic Advisor undertakes the following duties:

#### **I. Supporting and Guiding Students**

In particular, the Academic Advisor:

- Facilitates students' transition from secondary to tertiary education.
- Provides advice on student life and integration into the University environment.
- Informs students about the curriculum, courses and requirements for completing their studies.
- Offers guidance on course selection and the development of an individual study plan aligned with the student's goals, abilities and interests.
- Provides guidance on the selection of a thesis or dissertation topic.
- Facilitates communication with University services (Student Welfare, Internship Office, Student Ombudsman, Liaison Office, etc.).
- Receives and examines complaints and appeals submitted by students and explores possibilities for their resolution.
- Explains University regulations and administrative procedures.
- Provides guidance by linking the Undergraduate Study Programme with career prospects and professional integration opportunities.
- Refers students, where necessary, to appropriate services or authorities on matters beyond the scope of their responsibilities.

#### **II. Monitoring Academic Progress**

In particular, the Academic Advisor:

- Identifies potential difficulties by monitoring students' academic progress.
- Discusses course content, participation in workshops and practical training, use of Schools' infrastructure, learning difficulties and assessment methods.
- Encourages participation in educational and research activities, such as mobility programmes, research projects, conferences and workshops.

### **III. Addressing Academic Challenges**

In particular, the Academic Advisor:

- Provides advice on time management, examination preparation and the development of effective study skills.
- Supports students facing academic or personal challenges, such as poor performance, procrastination or other issues that may hinder their studies.
- Cooperates with other University services, including the Psychological and Counselling Support Centre, the Liaison Office and the Internship Office, in order to address more complex cases.

The Academic Advisor provides guidance and support; however, their recommendations are not binding or mandatory.

#### **Annual Report**

The Academic Advisor submits an annual report to the School Assembly outlining the progress of the advisory process and identifying any operational problems or deficiencies. The report may also include recommendations for addressing and resolving identified issues.

In addition, the Academic Advisor informs the School Assembly in writing by completing the counselling form (Appendix) after each meeting, summarising the issues raised during the academic year and conveying any student-reported concerns relevant to the above.

### **4. Student Obligations**

For the effective operation of the Academic Advisor institution, and in recognition of the reciprocal and dynamic nature of this relationship, students are expected to:

- Familiarise themselves with the framework and scope of the Academic Advisor institution.
- Be informed through the Study Regulation and comply with the requirements and obligations of their Study Programme.
- Understand that the role of the Academic Advisor is advisory rather than directive, and therefore acknowledge their responsibility for final academic decisions.
- Attend scheduled meetings with their Academic Advisor.

### **5. Communication with the Academic Advisor**

The Academic Advisor may designate specific times each semester for meetings with students. Meetings may take place by appointment.

The Academic Advisor holds the contact details of the students assigned to them and communicates with them on matters relating to their studies. Meetings may be conducted either individually or in groups, depending on the subject matter.

It is recommended that the initial (welcome) meeting be held within the first two months of the official start of the winter semester. Subsequent meetings are scheduled by mutual agreement.

### **6. Protection of Personal Data and Confidentiality**

All Academic Advisors must be familiar with and adhere to the Personal Data Protection Policy of the Aristotle University of Thessaloniki, ensuring full protection of undergraduate and postgraduate students' personal data and confidentiality.

## **Appendix**

### **Counselling Meeting Record Form**

Date of Meeting: .....

Time of Meeting: .....

#### **Academic Advisor Details**

First Name: ..... Last Name: .....  
Level: ..... Faculty:.....  
School: .....

**Student Details**

First Name: ..... Last Name:.....  
Father's Name: ..... Registration Number: .....  
Year of Study: .....  
Telephone: ..... Email: .....

**Meeting Details**

Meeting Number: .....

**Discussion Topics / Conclusions**

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2. ....
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